



## TOWN OF TYNGSBOROUGH

Office of the Selectmen

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### Board of Selectmen Meeting Minutes

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Monday June 28, 2010

6:00 P.M.

Town Offices

Members Present: Selectwoman Ashley O'Neill, Selectwoman Elizabeth Coughlin, Selectman Rick Reault, Selectman Robert Jackson,

Member Absent: Selectman Rich Lemoine.

Staff Members Present: Town Administrator Michael Gilleberto and Admin Assist Therese Gay

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#### 1. 6:00 P. M. Open Meeting

The Chairman called the meeting to order, the Board was introduced and this evening's agenda was read.

#### 2. 6:15 P.M. Positively Young Salon and Spa, 9 Kendall Road – Business Presentation

The owner and operator of Positively Young Salon and Spa Rachel Poznik and Phyllis Young with the help of a power point presentation, they offer professional services provided in a relaxed setting; client satisfaction is their main concern. They employ the finest licensed stylist, therapists and technicians. They also detailed the many services they provide to their customers. The services range from hair styling to skin care and make up consulting; also manicures, waxing, pedicures and several types of massages. They provide a 20% discount to first time patrons and also offer the Town's employees at 10% discount. The Board thanked Ms. Poznik and Ms. Young for coming in and encouraged people to visit the spa.

#### 3. 6:45 P. M. Strategic Financial Planning Committee – Report

At its meeting of June 24, 2010, the Strategic Financial Planning Committee (SFPC) voted to request the Board of Selectmen to authorize an election for a Proposition 2 ½ Capital Exclusion pursuant to Article 6 of the Annual Town Meeting of May 18, 2010. The SFPC respectfully suggests that the election be scheduled for Tuesday, September 14, 2010. This is the same date of the state preliminary election, thus reducing the cost to the Town to conduct this election. And the SFPC request that the election be in the form of one referendum question inclusive of all items approved in Article 6. If the above referenced election is authorized, the SFPC suggest that the appropriate community outreach and education begin immediately with the posting the electronic presentation utilized at the Annual Town Meeting on the website and on the government channel. The Committee also requests that two public information forums be conducted on Thursday, August 12 and Tuesday, September 7, 2010. The SFPC is willing to host the forums and would invite one member each from the Board of Selectmen, School Committee and the Finance Committee to speak.

The Board voted 4-0 on a motion by Selectman Reault, second by Selectman Jackson to authorize an election for a Proposition 2 ½ Capital Exclusion pursuant to Article 6 of the Annual Town Meeting of May 18, 2010 to replace Fire Dept Incident Command Car #1 for \$40,000; to replace Highway Dump Truck w/Plow, Sander, & Wing for \$130,000; the Highway Wash Station – Phase II Completion for \$100,000; the School District-Wide

Technology Plan for \$100,000, the School District-Wide Paving Plan for \$80,000; to replace the bleachers in Middle School Gym for \$80,000; to replace the bleachers at HS Pierce Field for \$125,000; for Town-Wide Technology, \$25,000; and a Town Road Plan for \$100,000, the total Capital Asset recommendation is for \$780,000; and that said election be scheduled for Tuesday, September 14, 2010.

This is the same date of the state preliminary election, thus reducing the cost to the Town to conduct this election.

The Board voted 4-0 on a motion by Selectman Jackson, second by Selectman Reault to approve and authorize the Strategic Financial Planning Committee to the posting of the electronic presentation utilized at the Annual Town Meeting on the website and on the government channel and that two public information forums be conducted on Thursday, August 12 and Tuesday, September 7, 2010 and that a drop off site be provided for anyone who wished to send questions in advance of the forums.

Selectwoman Coughlin suggests that a questionnaire could be dropped off at the Selectmen's office prior to the forums; so that the Committee could have the questions in advance. This was added to the motion above.

At its meeting of June 24, 2010, the Strategic Financial Planning Committee (SFPC) voted to request the Board of Selectmen to initiate an update of the Town's long-term financial forecast. At present, the Town has a template for long-term financial forecasting, that template currently reflects through FY 2014. The SFPC requests that the plan be updated to reflect budgeted FY 2011 revenues and expenditures, and projections for FY 2012, 2013, and 2014 be updated as well. The SFPC recommends circulating this request for updated projections to all Town departments, and that adequate time is allowed for review and revision of this plan. The departments should be requested to provide the above-referenced information with assumptions that current staffing will be maintained. Additionally, departments should denote anticipated changes or trends in expenses and should also separately identify requests for adjustments to staffing levels and that the Board set a deadline of August 13, 2010 for departments to submit their comments and updates.

The Board voted 4-0 on a motion by Selectman Jackson, second by Selectman Reault to support the SFPC's request and to requests the departments to submit updated information to the Board by Wednesday, August 13, 2010.

#### 4. Citizen/Business Time

Ms. Paulette Grout, 1 Hamblett Avenue was before the Board this evening to discuss three items, 1) Solar Energy Farm, 2) the town center, 3) informational meetings. First the solar farm she had attended the hearing and wished that there could have been some experts to speak on the issue and that the abutters were not able to counter the answers by the developer, the Chairman interjected that Town Counsel has set the direction how the hearing was to proceed. Ms Grout also mentioned the possible use of the landfill site rather than cut down trees. Selectwoman Coughlin informed Ms Grout that the landfill is privately owned and that the type of contaminants in the landfill negates the disturbing of the cap. Selectman Jackson explained that the process has been ongoing and the developer has been to the appropriate boards and those boards did hold hearing to inform everyone of what the project was all about. Due diligent has been done. Ms Grout also wanted to express her support of keeping the town owned buildings for the town citizens and not to lease or sell the buildings. And thirdly would like to see some type of input meetings for the citizens to come in and voice

their comments. The Board does have such a forum it is Citizen's time and anyone who wished to address the Board may do so. Ms Grout thanked the Board for the time.

## 5. Other Business

### A. Trinity Ambulance Service – Sign Contract

Town Counsel is finalizing a draft of the agreement, the terms will closely mirror the terms outlined in the RFP. A three year contract with Trinity, with two one-year renewal options. Ensures continued ambulance coverage on the east and west side of town. Trinity has committed to being an active participant in the town's public safety system. Trinity has coordinated with our Police and Fire Departments. Meeting with staff over the past two weeks. The Town will pay \$0 for this service. Trinity will pay the town a dispatch fee of approximately \$6,000, subject to final approval by the Office of the Inspector General. Trinity has made a substantial community education commitment to Tyngsborough. The Administrator is asking the Board to authorize him to enter into the agreement and execute the contract.

The Board voted 4-0 on a motion by Selectwoman Coughlin, second by Selectman Jackson to enter into the agreement with Trinity Ambulance Service for basic Life Support Service and to authorize the Town Administrator to execute the agreement.

### B. Animal Control Contract – Discussion

There is an ongoing transition in Westford on how they provide service some changes have been made. There are two reports one from Westford and the other from Chief Mulligan. A suggestion is to extend the existing contract for 90 days this will allow the Board the time to review the information supplied and to seek an alternate solution.

The Board voted 4-0 on a motion by Selectwoman Coughlin, second by Selectman Reault to extend the Contract for Animal Control Service with the Town of Westford for the term of 90 days.

### C. ICLEI – Discussion

ICLEI Local Governments for Sustainability (ICLEI is a membership association of local governments committed to advancing climate protection and sustainable development. Since its inception in 1990, ICLEI has grown to include over 1,100 cities in the world, more than 600 of which are in the United States. At ICLEI USA's mission is to build, serve and drive a movement of local governments to advance deep reductions in greenhouse gas emissions and achieve tangible improvements in local sustainability. Selectwoman Coughlin recommends joining the ICLEI because we are now a green community this organization will offer software and training material to help the community achieve its goals as a green community.

The Board voted 4-0 on a motion by Selectwoman Coughlin, second by Selectman Jackson to become a member of the ICLEI USA and resolve to follow the resolution.

### D. Thirsty's Suspension

The Administrator received correspondence from Attorney Nicosia, representing Dracut Food Service, DBA Thirsty's, proposing his clients would offer to not appeal their 3 day suspension if they could serve their suspension the weekend of July 4<sup>th</sup>, 2010.

The Board agrees that if Dracut Food Service is willing to not appeal the Board is willing to allow them to serve their suspension this coming weekend.

The Board voted 4-0 on a motion by Selectman Jackson, second by Selectman Reault to allow Dracut Food Service, DBA Thirsty's to serve their 3 day suspension starting Thursday, July 1, and ending July 3, 2010.

#### 6. Correspondence

The Board voted 4-0 on a motion by Selectman Reault, second by Selectman Jackson to accept the correspondence as read for discussion.

Items for discussion: Letter to Mass Hwy invited them to the next Board meeting, no response to that letter. The letter from Town Counsel on the revision of the Zoning by-law the Board will need to form a committee. A letter from the Board of Health re Covanta Mercury Program, Covanta is proposing to offer a storage shed for the items containing Mercury. The Board is waiting for more information on the matter. Selectwoman Coughlin would like to respond to the letter from Senator Kerry on Broadband Institute, the mission is to extend affordable broadband access to all homes, businesses, schools, etc. And finally a notice from the nonprofit Cobalt Community Research the organization is designed to help the community engage citizens in the challenging budget and planning decision making.

#### 7. Selectmen's Notes

Selectwoman Coughlin gave an update on Green Community grants. Selectman Reault attended the Tyngsborough Water Supply District's dedication of the new water tank on Tower Road. The district dedicated the tower to the former water superintendent David Denomme, it was a very moving and emotional ceremony. Town residents are encourage to see the new water tank. Selectwoman O'Neill wished all a happy 4<sup>th</sup> of July and asked that everyone be careful as school is out for the summer.

#### 8. Town Administrator's Notes

In response to Selectmen's request we are gathering information relative to appointments. The final budget released by the House and Senate is consistent with our projections. Senior Tax Work Off program is underway. There is correspondence from Westford Town Manager and also a report from Chief Mulligan on the Animal Control issue. The Highway project will be before the Board with a final proposal on the Westford Road Culvert replacement. The Ambulance is near completion and will be ready to sign shortly. Highway bids were open and re being reviewed. The US Census boundary has been verified, submitted and accepted. NMCOG is requesting an extension of its contract with the Town to update our Housing Study. And finally I will be submitting a request for payment of Mass Municipal Manager's Association dues.

#### 9. Adjournment

The Board, having exited executive session, voted unanimously on a motion by Selectman Reault, second by Selectman Jackson to adjourn the meeting. The meeting adjourned at 7:50 P.M.

Respectfully submitted,

Therese Gay  
Administrative Assistant

Approved on: Monday July 26, 2010